



Secretary

Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)

- Must be a member of a local PTA.
- Shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.

Basic Functions

Serves as an elected officer representing the entire membership and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of other officers, board members, and the membership-at-large. Participates in monitoring and evaluating organizational performance and effectiveness.

Duties, Responsibilities and Authority

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the secretary:

- Attends all meetings of the board of directors and executive committee, as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and *PTA and the Law trainings* as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Keeps accurate minutes of executive committee, board of directors', convention, and legislative assembly meetings.

- Minutes are prepared and submitted in accordance with WSPTA policy.
- Prepares a board meeting summary for the website.
- Works with staff to coordinate board and region director housing as needed.
- Works with the president and staff to produce the board meeting packet.
- Creates and updates the spreadsheet to track region directors, service delivery team members, state committee chairs, and state committee members.
- Seals and stores executive session meeting minutes in accordance with WSPTA policy.

Relationships

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee and members of the board of directors.
- Consults with WSPTA staff as needed.